

CLASSIFICATION: CAMPUS PATROL SERGEANT

Class Code: 1533-22

Date Established: 5- 8 -14

Occupational Code: 3-3-9

Date of Last Revision:

BASIC PURPOSE: To provide supervisory security and police coverage to the Hugh Gallen State Office Complex campus and to enforce federal, state and local laws and established policies and procedures by conducting patrol and inspection functions to protect state-owned property against fire, theft and vandalism, and to provide general and specialized services to patients/residents, employees, citizens and installation(s). Campus Patrol Officers report to the Department of Safety, New Hampshire State Police.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises, evaluates, reviews, and conducts patrols and inspections as directed by the Campus Patrol Lieutenant to ensure the security and protection of multiple local, state, and federal agencies located on the campus of the Hugh Gallen State Office Complex, with an emphasis on New Hampshire Hospital and mental health issues; apprehends and arrests violators of law; and prepares reports of investigations.
- Supervises the operations of the Campus Patrol Unit on assigned shift with responsibility for evaluating subordinates, assigning job duties and tasks, and coordinating services.
- Appears in court as a witness in traffic violations, criminal cases or other administrative hearings as required; prepares, presents, evaluates and reviews cases for prosecution, up to the level of a class B misdemeanor, for review by appropriate prosecutor; serves warrants, domestic violence orders (DVOs) and juvenile petitions as applicable.
- Monitors and enforces the policies and procedures governing the security and protection of campus property, including buildings, grounds, parking lots in and around the area, roadways and citizens. Monitors movements and behavior of potentially dangerous patients/residents, and responds to and controls high risk situations involving out of control behaviors and psychiatric emergencies including the potential for injury to self and/or others.
- Assists with the admission of patients, and searches for, locates and returns AWOL patients as applicable, to include possible transfer of patients to and from other institutions and court, both in and out of state.

- Inspects and monitors inspection of campus property for fire, theft, lighting or other hazards; conducts and supervises patrols in and around campus property to detect and investigate acts of theft, aggression and/or possible terrorism, directing security breach procedures as necessary.
- Enforces parking and traffic regulations, to include initiating traffic stops in marked cruisers to identify and apprehend violators, issuing verbal and written warnings and tickets, making in-custody arrests, and investigating traffic crashes. Inspects all commercial vehicle traffic and associated personnel and maintains control of personnel and vehicles entering the grounds or installations, as required.
- Acts as controller/dispatcher to communicate security-related information and directs emergency response units as required.
- Maintains accurate records, data and reports to ensure that activities are properly documented and available for later use as the official records of events and activities.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications or in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency program or policies.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job assignments in an adverse working environment involving a variety of unpredictable elements or hazards, including exposure to injuries or hazardous materials which result in partial disability.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Associate's degree from a recognized college or university with a major field of study in criminal justice, law enforcement or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years of experience as a certified police officer, campus patrol officer, security officer, correctional officer, active military, or mental health worker providing direct care to patients. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a valid driver's license and complete the Safe Driver Course within the first six (6) months of employment.

SPECIAL REQUIREMENTS:

1. Must be at least twenty-one (21) years of age on date of appointment.
2. Selected candidate must pass a thorough character investigation including reference check, criminal record check and motor vehicle record check before appointment. Candidates who do not have good character or who do not have a record free of serious offenses will be ineligible for appointment.
3. Must, within six (6) months of employment, successfully complete the Full-Time Police Academy at the training course established by the NH Police Standards and Training Council and thereafter maintain annual certification.
4. Must, within the first four (4) weeks of employment, successfully complete all written and physical components of the Mental Health Worker Training Program as approved by the Division of Personnel.
5. Required by RSA 188-F:27, III-a, b, c, and in accordance with protocols established by the NH Police Standards and Training Council, all uncertified part time and full time police officer candidates, prior to assuming their duties, must successfully pass:
 - Drug screening administered under the direction of a licensed physician according to established protocols.

- A physical fitness performance test according to established standards and successful retest every three (3) years thereafter
- A psychological screening test battery administered under the direction of a licensed psychologist or psychiatrist designed to detect behavior traits that could adversely affect the ability to perform the essential functions of a police officer.
- A physical examination according to established standards (PSTC Form D) and successfully retest every three (3) years thereafter.

RECOMMENDED WORK TRAITS: Thorough knowledge of law enforcement and arrest procedures. Thorough knowledge of procedures for vehicle, individual and building searches as required. Thorough knowledge of procedures for traffic stops, response to major accidents and securing motor vehicle accidents as required. Thorough knowledge of procedures for investigating complaints and incidents. Thorough knowledge of procedures for responding to threats against protection level resources, bomb threats and the use of force, as required. Knowledge in the use of all installation security surveillance systems and cameras. Knowledge of the procedures for the use of wire and radio communications as required. Knowledge of established policies and procedures regarding vandalism, theft and fire in and around state-owned property. Knowledge of state provisions for emergency situations. Skill in supervising and evaluating the work of staff in an assigned unit or shift. Skill in evaluating policy and procedure and the operation of a unit. Skill in conducting investigations, questioning witnesses and preparing written reports and inspections. Ability to perform radio communications, monitor alarms and perform the duties of a controller/dispatcher. Ability to enforce laws pertaining to incidents of theft or vandalism to state-owned property. Ability to understand and follow instructions. Ability to work with citizens and secure their cooperation without the use of violence. Ability to use sound judgment when using force to control individuals or groups. Ability to establish and maintain harmonious and effective working relationships employees, residents, other law enforcement agencies and the general public. Ability to exercise tact, diplomacy and impartiality in relation to others. Ability to make decisions based on common sense and good judgment. Ability to resolve stressful situations. Ability to comprehend and comply with written and oral directions. Ability to comply with and enforce federal, state and local laws. Ability to increase competency through training and instruction. Ability to communicate orally and in writing. Ability to take orders and accept supervision. Ability to react quickly and calmly in emergency situations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

